



# Foreign Affairs Manual

## 14 FAM – Logistics Management

**Change Transmittal:** LOG-127

**Date:** June 1, 2012

---

### **14 FAM 310** **TRANSPORTING OFFICIAL SUPPLIES** **AND EQUIPMENT**

#### **Changes**

1. This Change Transmittal issues the following revisions to subchapter 14 FAM 310 (in addition, CT lines show a current date of issuance due to the removal of an agency that is no longer participating in the regulations under this subchapter):
  - **14 FAM 312.1, Copy of Purchase Order (PO)/Requisition to U.S. Despatch Agent:** Post must submit all orders (including credit card) through the Ariba module of the ILMS Web-based requisitioning system to ensure data is available for the Despatch Agency/Consolidated Receiving Point;
  - **14 FAM 312.2, Special Instructions to Commercial Vendors:** This is a new section with detailed instructions;
  - **14 FAM 312.2-1, Instructions for Shipping Goods of Less than 500 Cubic Feet or 5,000 Pounds:** A copy of the prepaid commercial bill-of-lading and a copy of the packing list must be scanned and emailed to the appropriate Despatch Agent (DA);
  - **14 FAM 312.2-2, Instructions for Shipping Goods or Supplies Consisting of More than 500 Cubic Feet or 5,000 Pounds:** Any question or comment relating to "marks" for the Department or any agency should be emailed to [transportationquery@state.gov](mailto:transportationquery@state.gov);
  - **14 FAM 312.3, Consolidated Receiving Point (CRP) Receipt Notification by Email:** When an order arrives at the CRP contractor's warehouse from the commercial vendor, the CRP

Receiving Report for each delivery received is created in the ILMS-T logistics application and is automatically sent via email to post;

- **14 FAM 312.5, Shipping Documentation:** Post should ensure that all ordering entities at post have access to Inbound Reports/Tools in Transportation Lite so that shipping information is available to them, and so they can provide any required information to the servicing DA;
- **14 FAM 312.6, Telegraphic Notification of Shipment En Route:** Transportation Lite provides post's GSO and procurement staff with a self-service interface for determining Status of Cargo at a consolidated receiving point (CRP), cargo enroute to post, and cargo being held for lack of required information (frustrated receipts);
- **14 FAM 314.3, Hazardous Supplies and Equipment:** Post general services officer should verify shipping before ordering HAZMAT items from U.S. vendors to be sure that there are no issues which could cause delays or add exorbitant costs;
- **14 FAM 315.2, Shipments for Employee Associations and Commissaries:** Bulk or personal consumables orders may be procured through domestic U.S. vendors as well as through the consumables program sponsored by ELSO Antwerp; and
- **14 FAM Exhibit 316, U.S. Despatch Agent, Consolidated Receiving Point (CRP) Contractor, and Serviced CRP Destination Posts:** This exhibit has been revised.

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 14 FAM 310 (CT:LOG-1; 05-27-2005) and insert revised subchapter 14 FAM 310 (CT:LOG-127; 06-01-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-127, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.